

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting November 4, 2002 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:33 p.m. The following members answered roll call: Pam Anderson, William Soby and Robert Harms. Staff members present: Director of Libraries Victoria Johnson and Recording Secretary Sandra Barajas. Robert Harms moved to excuse Tom Flaherty's absence; seconded by Pam Anderson; motion carried unanimously.

2. AGENDA APPROVAL:

William Soby moved to approve the agenda as presented; seconded by Robert Harms; motion carried unanimously.

3. APPROVAL OF MINUTES OF 10/07/02 MEETING:

Pam Anderson moved to approve the minutes as presented; seconded by Robert Harms; motion carried unanimously. William Soby abstained due to his absence of the 10/07/02 meeting.

4. PUBLIC INPUT: None

5. NEW BUSINESS: None

6. WORK STUDY PROGRAM:

a. Preliminary Discussion of Workplan for 2003:

The preliminary Workplan Calendar for 2003 was reviewed. Discussion ensued regarding the types of presentations the Library Board would like to have added to the workplan.

After discussion, boardmembers presented the following suggestions:

- The Friends of the Sunnyvale Library incorporate a summary of Friends funded library activities carried out during the fiscal year in their annual co-sponsorship presentation to the Board.
- Community Outreach Planning
- Library Catalog Replacement Update
- Collection Development plans for meeting media needs

A revised Workplan will be discussed at the December meeting and the final Workplan Calendar will be reviewed and approved at the January Board meeting.

7. OLD BUSINESS:

a. Follow up to CALTAC training and Public Interaction discussion:

Director Johnson provided a brief overview of the CALTAC Training session which was held on Saturday, October 12th and reviewed Item 6a of the October 7th Board meeting minutes.

Discussion ensued regarding role of library boardmembers in the community and which events they should participate in.

After discussion, boardmembers presented the following suggestions:

1. Quarterly table at library to greet patrons, share information and hear comments
2. Boardmember presence at Friends booksales
3. Art & Wine Festival
4. International Street Faire
5. National Night Out
6. Chamber of Commerce events
7. Health & Safety Fair
8. Library Programs – attendance at Library Program by staff

After further discussion they agreed that in 2003 they will participate with staff at National Night Out and the Health & Safety Fair.

b. Review final Report to Council: Consideration of Workplan to assess Future Library Needs:

Director Johnson provided an overview of the final *Report to Council: Consideration of Workplan to Assess Future Library Needs*. Suggestions made at the October Board meeting have been incorporated in the report. Director Johnson will be presenting to City Council on Tuesday, November 26, 2002; Chair Jackie Harrison will represent the Board at the City Council meeting.

c. Review Council Study Issues:

The Board reviewed two Council Study Issues as follows:

LIB-1C: Revise Library Sub-Element Defining the Library of the Future

LIB-2: Assess Future Library Facility Needs – Workplan Implementation

Director Johnson noted the following revisions to LIB-2:

- Study Issue title revised.
- Under item #7a. "Does Council need to approve a workplan?"; revise to indicate "no".
- Under item #8 phase two cost estimate has been added.

Board member William Soby presented the following suggestion to Study Issue LIB-2:

- Under item #8 increase phase two figure from \$50,000 as that estimate does not appear adequate.

After discussion, Robert Harms moved to rank the amended Council Study Issues as 1) Revise Library Sub-Element Defining the Library of the Future and 2) Assess Future Library Facility Needs – Workplan Implementation; seconded by Pam Anderson; motion carried unanimously.

8. SAB (System Advisory Board) REPORT: Chair Jackie Harrison suggested that

staff contact Jean Nix to see if she is interested in serving on the System Advisory Board.

9. CHAIRPERSON'S REPORT: None.
10. DIRECTOR'S REPORT:
Director Johnson noted the following:
 - The Library will be closed on Monday, November 11 (Veteran's Day) for Staff Development Day.
 - The Study Session to launch the new Library Sub-Element of the General Plan is scheduled for Tuesday, December 17th at 6:30 p.m. in the Library Program Room. This will be a joint meeting of Council, the Planning Commission and the board of Library Trustees.
 - The reporting for period four was just concluded. Sc[i]3 performance for that period resulted in revenues exceeding expenditures.
 - The annual Council Study Issues Workshop is scheduled for December 12 at 8 a.m.
 - Program flyers and announcements were distributed.
11. BOARD INPUT:
Robert Harms shared with library staff and board members an article in the San Jose Mercury News regarding Inaugural Book Circus with the City of San Jose and commented on the new Sunnyvale Public Library card.
12. STAFF INPUT: None.
13. AGENDA BUILDING: As requested by Jackie Harrison, agenda item, "Library Annual Report" will be added as new business to the December 2nd board agenda.
15. NEXT MEETING: 12/2/02, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, William Soby moved that the meeting be adjourned at 9:27 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries